

DONALD E. WILLIAMSON, ASSESSOR
COUNTY OF SAN BERNARDINO



CHURCH CLAIM INFORMATION

PLEASE READ THIS CAREFULLY BEFORE YOU BEGIN TO FILL OUT YOUR CLAIM FORM.

1. DUE DATE: To receive the full exemption, you must file a claim with the Assessor's Office by February 15 annual filing required. You will incur a penalty after that date. Please file your claim as early as possible to permit us to expedite processing.
2. FILE A COMPLETE CLAIM: Fill out all spaces and sign and date the claim form.
3. PERSON TO CONTACT: This block on the face of the claim must be complete. This permits us to contact you if there are any questions about your claim.
4. RECEIPT: If you need a receipt for the claim, please enclose a self-addressed stamped envelope.
5. CAUTION: When you sign the Church Claim form, you are certifying that the property is used exclusively for religious worship. Some churches lost all or part of their church exemption because they permitted their facilities to be used for other activities. The State Board of Equalization has approved as exceptions to this basic rule the use of church facilities by organizations.
If you currently have organizations using your facilities or are contemplating use by organizations it is suggested that you contact our office for additional information.

Church facilities may not be used by social or fraternal organizations. They may not be used for profit making operations by independent parties such as for-profit schools or nurseries. They may be used as polling places if the church agrees to the use.

Be sure to complete both sides of the claim. Your early filing will be appreciated.

If you need additional information, please contact the Exemptions Section at (909) 387-6738.

MAIL CLAIM TO: **OFFICE OF ASSESSOR Exemption Section**
 172 W. Third Street
 San Bernardino, CA 92415-0310